

# Knowledge Center Operational Group (KCOG) Tips

How to call up rosters, which the dates are already past

Step 1: Follow this trail:

[Home](#) >> [Administration](#) >> [Manage Training](#) >> [Classroom](#)

Step 2: Follow this trail: Enter the course number of the course you are looking for and hit search.

## Classroom

Create and manage classroom courses (including course sections and other events)

Search

Simple Search | [Advanced Search](#)

To perform a search, enter keywords in the Search Text field. Select items from the Search link to select criteria to further refine the results.

Search Text

Search Type All words

[Search](#)

Step 3: Click manage when the course populates:

## VDSS - FIN1017 Small Purchase Card Training



[Return](#)

[Manage](#) [Required Training](#) [Surveys](#) [Manage Enrollment](#)

**VDSS - FIN1017 Small Purchase Card Training** FIN1017

No Rating Available

Course Provider : VDSS - Division of Finance

Cost : \$0.00

Type : Classroom

Step 4: Check out the course to make changes or edits:

## VDSS - FIN1017 Small Purchase Card Training

Create and manage classroom courses (including course sections and other events). When managing a course, use the workflow steps to enter information for the course.

[Summary](#) [Section](#) [Categories](#) [Image](#) [Cost](#) [Prerequisites](#) [Equivalencies](#) [Certificate](#) [Access Approval](#) [Permissions](#) [Activity](#)

[Content Sharing](#) [Check Out](#)

Step 5: Select Date Range, then put in the appropriate dates you are looking for.

Manage Sections | [Comments](#)

Section List | [Section Calendar](#)

Use the Page menu to create sections. Use the search area to find existing section events.

Section Status Date Range

Start Date 9/12/2012

End Date 9/12/2012

Section Activity Active





Section Format


[Search](#)

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Step 6: From this point, you will be able to manage the course changes or edits.

Records found: 1

			Section	Cost	Valid?	Action
			Title: VDSS - FIN1017 Small Purchase Card Training Section Format: In-Person Code: Number: 2 Section Date Range: 9/12/2012 - 9/12/2012 Event Date Range: 9/12/2012 11:00 AM - 9/12/2012 2:00 PM Enrollment Cancellation Deadline: Waitlist Type: Automatic Capacity (Min/Max): 3/10 Enrolled/Waitlisted/Pending: 5/0/0	\$0.00	Yes	<div>           Manage            </div> <div>Go</div>

 Delete